Returning Camp Families:
How to Update a Health Care Form

- Log in to the health care portal https://webapps.dublin.oh.us/careportal/. Sign in with your login and password that you previously created.

- Click on the blue form icon next to child's name. 📄 This will open up the document for editing.

- The active portion for each section is highlighted in yellow. If you have nothing new to add, click on **NEXT**. If you have something new to add, click on **SUBMIT** and **NEXT**. This is very important or it will not save the information.

- Continue to complete each section of the form. If you typically change your child's medication during the summer, please indicate that on the health care form.

- When you have reached the last section of the form, enter your initials and the date (using M/D/YYYY format) and click submit. You will then be sent back to the main page where you will see your child's name with the blue form icon. On the right hand side the new date will now be posted, showing your update was accepted.